



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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SEMINAR ANNOUNCEMENT

February 11, 2010

Basic Interviewing, Counseling, and Communication Techniques Seminar

April 28-30, 2010

**Ralph A. MacMullan Conference Center
Higgins Lake, Michigan**

DESCRIPTION

This seminar is held pursuant to Michigan Supreme Court Administrative Order 1985-5, which states, in part: “. . . A Probation Officer/Caseworker,” must hold an [accredited] “Bachelor’s Degree [and] . . . complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment.” (Administrative Order No. 1985-5, § I.C.1.b.1.)

LOGISTICS

The seminar will begin on Wednesday, April 28 at 1:00 p.m. On-site registration will take place from 12:00 to 12:50 p.m.

Note: There will be a mandatory Wednesday evening session from 6:30 to 8:00 p.m.

Daily programming on Thursday, April 29 (8:30 a.m. to 4:30 p.m.) and Friday, April 30 (8:30 a.m. to 4:00 p.m.) will consist of morning and afternoon didactic presentations by skilled presenters. Presentations will be followed by working group sessions moderated and guided by experienced counseling practitioners.

REGISTRATION PROCEDURE

The registration deadline for this seminar is **Friday, March 19, 2010**. The attached form (that may be duplicated) must be received by the Michigan Judicial Institute (MJl) on or before the deadline. Registration confirmation, travel directions, and other pertinent seminar materials will be forwarded to accepted participants immediately following the registration deadline.

No more than forty (40) individuals will be selected by the MJl to attend.

LODGING AND MEALS

The MJl will provide all seminar materials, meals **(beginning with DINNER on Wednesday, April 28, and ending with LUNCH on Friday, April 30)**, and lodging **(Wednesday and Thursday evenings)**. All rooms are nonsmoking, double-occupancy. Lodging will only be provided for those participants whose offices are located more than 65 miles from the seminar site.

Travel costs and any incidental expenses will be the responsibility of the individual or their funding unit. Space limitations prohibit any arrangements for lodging or accommodating spouses, family, or friends of the seminar participants.

Depending upon enrollment, a limited number of single-occupancy rooms may be available on a first-come, first-served basis (based upon the date the registration form is received by MJJ) at a cost of approximately \$35.00 per night, plus taxes. Payment for single-occupancy rooms must be made to the Ralph A. MacMullan Conference Center at the time of on-site registration. Payment for single-occupancy rooms may be made by check, Visa, or MasterCard. Participants interested in single-occupancy lodging should indicate that preference on the attached registration form. However, this does not guarantee single-occupancy lodging.

The facility accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached registration form.

THE RALPH A. MACMULLAN (RAM) CONFERENCE CENTER

The RAM conference center is a Department of Natural Resources facility, in a rustic environment on the shores of Higgins Lake. Rooms are sparsely accommodated with two single beds, desk, and chest of drawers. Accommodations include community bathrooms, by gender, with common shower stall and sink areas. Dispenser soap is provided, but individuals should bring their own toiletries. See: <http://www.michigan.gov/dnr/0,1607,7-153-10365-71716--,00.html>

PLEASE DO NOT CONTACT THE RAM CONFERENCE CENTER FOR LODGING OR MEAL NEEDS. COMPLETE THE ATTACHED REGISTRATION FORM. MJJ MAKES ALL ARRANGEMENTS.

Dress for the seminar is extremely casual and comfortable – sweatshirts, jeans, etc. There will be some outside walking between sleeping cabins, dining areas, group sessions, and classrooms, so prepare for a variety of weather and terrain.

WAIVER PROCEDURE

This seminar is mandatory for all family division/juvenile court staff requiring certification. However, MJJ has developed a “waiver” for staff holding the following minimum credentials:

- (1) a. A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques with youth; and/or
 - b. Possession of appropriate state of Michigan licensure; including, but not limited to, licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, or licensed family therapist.
- (2) Alternative qualifications (that demonstrate the applicant's knowledge, skills, and abilities *clearly exceed* the minimum requirements of the Administrative Order) will be considered on a case-by-case basis.

To exercise the “waiver” you must provide sufficient evidence of the above minimum credentials, and/or alternative qualifications, along with the attached registration form. MJJ will review your request and provide a response within 10 business days.

QUESTIONS

If you have any questions or would like further information concerning the seminar, registration, or waiver process, please contact Peter Stathakis, Program Manager, at (517) 373-7607 or stathakisp@courts.mi.gov, or Anne DeMarco, Program Assistant, at (517) 373-7349 or demarcoa@courts.mi.gov.

REGISTRATION DEADLINE: FRIDAY, MARCH 19, 2010

REGISTRATION FORM
MICHIGAN SUPREME COURT-MICHIGAN JUDICIAL INSTITUTE
Basic Interviewing, Counseling, and
Communication Techniques Seminar

April 28-30, 2010
Ralph A. MacMullan Conference Center
Higgins Lake, Michigan

Please mail or fax completed form to:

Anne DeMarco, Program Assistant
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
Fax: (517) 373-7615

Name: (Ms. / Mr.)	
Title:	
Court:	
Court Address:	
Telephone:	
E-Mail	

Have you successfully completed the certification examination?

____ Yes

____ No

Month ____ Year ____

Are you a full-time juvenile probation officer/caseworker?

____ Yes

____ No

Explain: _____

Are you a detention home employee?

____ Yes

____ No

Time employed in current position:

____ Yrs.

____ Months

Time employed in court system:

____ Yrs.

____ Months

Educational level:

Major:

REQUEST FOR WAIVER

- ☐ **I request a waiver of the *Basic Interviewing, Counseling, and Communication Techniques* seminar. I hold the following minimum credentials:**

- (1) a. *A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques; and/or*
- b. *Possession of appropriate state of Michigan licensure; including, but not limited to: licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, licensed family therapist.*
- (2) *Alternative qualifications (that clearly exceed the minimum requirements of the Administrative Orders) will be considered on a case-by-case basis.*

PLEASE ATTACH VERIFICATION OF CREDENTIALS

LODGING ACCOMMODATIONS

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for participants whose office is located more than **65 miles** from the RAM Center. Please indicate your lodging requirements below.

Lodging Requested (check all that apply)

☐ I will not require lodging.

My office is **MORE THAN 65 miles** from the seminar site. I will require lodging (check all that apply).

☐ Wednesday evening, 4/28/2010

☐ Thursday evening, 4/29/2010

☐ If available, I would like single-occupancy lodging. I understand that I will be responsible for the additional cost (approximately \$35.00 per day, plus taxes.)

Preferred roommate:	<hr/>
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I am a _____ smoker _____ nonsmoker

Please list below any special accommodations due to a disability, OR DIETARY NEEDS that you require during your stay.

SEMINAR/LODGING CANCELLATION

MJI arranges guaranteed room reservations based on your request. The RAM Conference Center has a 14-day cancellation policy. Please direct all room changes and/or cancellations to Ms. Anne DeMarco, Program Assistant, at (517) 373-7349, no later than 1:00 p.m. on Monday, April 12, 2010. If you do not cancel your reservation and/or fail to utilize your lodging, **YOU** will be personally billed for the cost of your room and meals.

Required Signatures ▼	
Applicant Signature	Date
<i>I certify that the applicant is a full-time juvenile division probation officer/caseworker who meets the minimum requirements of Michigan Supreme Court Administrative Order 1985-5 that states: "A Probation Officer/Caseworker...must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment."</i>	
Chief Judge or Court Administrator Signature	Date

REGISTRATION DEADLINE: FRIDAY, MARCH 19, 2010

Please make a copy of this application form for your records. If you register to attend this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJI.